Steps for Creating an Order & Directive

1. Navigate to Unit where Order & Directive should be created

   a. **Click** *Units*
   b. **Select** *Unit* where news story will be created
   c. **Click** *Unit* from the list

2. Create Page for Order & Directive

   a. **Click** *Site Actions*
   b. **Click** *Create Page*
   c. **Enter** *Page Title*
   d. **Select** *Template* – Orders & Directives Layout
   e. **Click** *Create*

3. Enter Metadata

   a. Title
   b. Order Category
   c. Long Title
   d. Contact E-Mail Address
   e. Order Status
   f. Related Link

4. Enter Order & Directive Information in Page Content

   a. **Click** *"Click here to add new content"*

5. Add Hyperlink to Press Release (if necessary)

   a. **Click** *"Click to add a new hyperlink"*
   b. **Enter** *URL* for document or other item you wish to link to
   c. **Check** to have *Link Open in a new Window* when clicked
   d. **Enter** *text* to display
   e. **Enter** *text* to display when hovering over item
   f. **Click** *OK*

6. Select Order Type

7. Categories and Tags are not required for Orders & Directives

8. Story Promotion is not used for Orders & Directives

9. Enter Publishing Dates for Order & Directive

   a. **Click** *Publishing Dates* Tab
   b. **Enter** *Start and End Dates*

10. Check In Order & Directive

    a. **Click** *Check In to Share Draft* Button or **Select** *Page >Check In* from Menu

11. Submit for Approval

    a. **Click** *Submit* for Approval Button or **Select** Workflow> Submit for Approval from the menu
    b. **Enter** *Message* to include with approval request
    c. **Enter** *Due Date*
    d. **Enter** *Other People to Notify*
    e. **Click** *Start*

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NOTES:

- Site Actions vary depending on your permissions. If you do not see Create Page then you do not have adequate permissions.
- My Submissions view will display all images created and/or last modified by you in descending date order.
- Click Show/Hide Meta Data if options do not display.